

Northern Rockies Interagency Support Cache

MEMORANDUM

To: All Cache Employees
Cc: Cache Customers
From: Patrick T. Nooney
Date: 4 June 2008
Subject: Cache Workplace Policy 2008

Every employee in the Northern Rockies Cache has a right to work in an environment that is a safe, positive, healthy workplace, where **everyone** is valued and treated with fairness, equity, dignity and respect. Equally so, every customer has a right to conduct business with the Cache with the same sense of fairness, equity, dignity and respect.

As so with any right, we also have corresponding obligations. All of us must be committed to creating and maintaining a positive workplace. Each of us must possess a “zero tolerance” for any behavior that is discriminatory, retaliatory, harassing or disrespectful. We must further be committed to resolving issues as they arise, when they arise and at the lowest possible level in the organization.

Supervisors and managers in particular have a duty and responsibility to set expectations of appropriate behavior. They must be vigilante and quick to initiate action when those expectations are not met.

This expectation for employees and customers is universal in our working relationships, internally and externally. It extends beyond our facilities to anywhere we are representing the Cache and the Forest Service, at home and away. It applies regardless of social, economic, political or ethnic status.

Failing to conduct ourselves properly can affect others in ways that impact morale, performance and reputation. We should be constantly aware of our situations and be prepared to implement corrective actions.

Doing so will secure a productive environment that is safe, positive and healthy in which to work and conduct business.

/s/ Patrick T. Nooney
Supply Management Officer

MEMORANDUM